



**U. S. GOVERNMENT
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STUDENT EDUCATIONAL EMPLOYMENT BULLETIN:

Bulletin # 06-312

Position Title: Human Capital Student Trainee

Series and Grade: PG-0201-05 or PG-0201-07

Open Period/Location: January 18, 2006 to February 08, 2006 - Washington, DC

SCEP: The Student Career Employment Program (SCEP) offers temporary, full/part-time employment to students seeking to gain work experience directly related to their academic field of study. SCEP is available to students enrolled or accepted for enrollment in a degree-seeking program at an accredited college or university who are taking at least a half-time course load. SCEP gives students a 'jump start' in their chosen career field.

SUMMARY OF DUTIES/RESPONSIBILITIES: Serves as an Intern in the Student Education Employment Program and provides student recruitment strategy and other related Human Capital (HC) best HC practices and policies to the hiring managers and HC Departments. Builds relationships with colleges, universities, and youth organization for recruitment and diversity outreach. Attends job fairs and networks with college career centers, schedules on-campus interviews and on-site interviews. Accompanies and arranges college visits for the GPO's executives including the Public Printer of the United States. Coordinates with Office of Personnel Management (OPM). Reviews new legislation and OPM issuances that impact the HC program. Provides operational and advisory services on recruitment and placement actions requiring identification and analysis of management staffing problems, and development of solutions considering the total personnel management viewpoint.

PROGRAM ELIGIBILITY:

- U.S. Citizenship
- Enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- Taking at least half-time academic course load in an accredited college or university

DESIRED MAJOR:

Graduate student majoring in Human Resources, Industrial Organizational Psychology, or an MBA with a concentration in Human Resources.

QUALIFICATIONS:

PG-05: Requires that the student has completed four academic years leading to a Bachelor's degree and applicant must be enrolled and continuing higher education at the graduate level.

PG-07: Requires that the student has completed 1 full year of graduate level education OR Superior academic achievement, which is based on grade-point average OR 1 year of specialized experience equivalent to at least PG-5

HOW TO APPLY, All applicants must include the following:

Applicants must provide a copy of school transcripts to verify that you are enrolled or accepted for enrollment as a degree seeking student and you meet the definition of a half-time student. Applicants must submit a resume or an Optional Form 612, "Optional Application for Federal Employment" (or SF-171). If a resume is submitted, it must contain all pertinent data in the OF-612. http://www.opm.gov/Forms/pdf_fill/of612.pdf

OTHER ESSENTIAL INFORMATION, Applicants must:

- Include the vacancy announcement number and position title on application.
- Be a United States citizen or national (e.g. resident of American Samoa).
- Include their Social Security Number on their application.
- Provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- Describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- Meet qualification requirements by the closing date of this announcement.
- Submit applications and required forms postmarked no later than the closing date of this announcement.
- Pass a drug test and background check before appointment.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

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